



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

MAR 29 2011

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (PERSONNEL AND
READINESS)

SUBJECT: Charter Renewal – Board of Regents of the Uniformed Services University of the
Health Sciences

The charter for the Board of Regents of the Uniformed Services University of the Health
Sciences is approved for renewal.

A notice will be published in the Federal Register announcing the Department's intention
to renew the Board's charter. Pursuant to 41 CFR § 102-3.70, my Advisory Committee
Management Officer (ACMO) will formally file the Board's renewed charter with the Library of
Congress, the General Services Administration, and the appropriate congressional oversight
committees.

As the DoD Sponsor for this Federal Advisory Committee, you are responsible for:

- (a) Ensuring that the Board of Regents of the Uniformed Services University of the
Health Sciences' Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully comply with all appropriate federal
statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that
they do not serve on the Board until all personnel and ethics paperwork is processed
by the appropriate offices;
- (e) Ensuring that the Board's membership is not unduly or inappropriately influenced by
federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the DoD or
the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact my ACMO, Frank Wilson at
703-601-6100 or his deputy, Jim Freeman at (703) 601-6128.

Michael L. Rhodes
Director